



Google Meet:

The Virtual Meeting Option for Chester County Schools IEP and 504 Meetings

Why Google Meet: Google Meet is currently free to schools and provides an online meeting space for our Special Populations staff to ensure students who have IEP and 504 plans have continuity of services during the COVID-19 shutdown.

3 Easy Ways to Join your Child's Virtual Meeting:

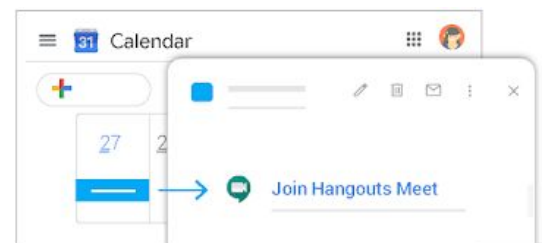
Join a video meeting

With Meet, you can have video meetings with team members anywhere in the world, at any time—all from a computer or mobile device.

Join from a Calendar event

See your scheduled meetings in Calendar and quickly join a video meeting.

1. In **Calendar**, click the event you want to join.
2. Click **Join Hangouts Meet** and in the window that opens, click **Join Now**.

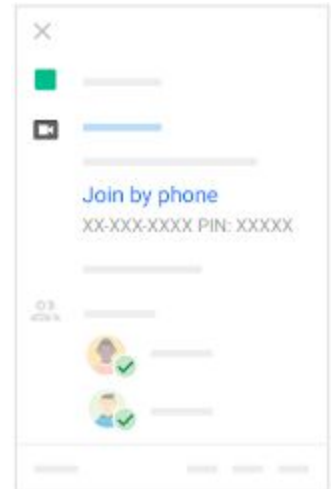
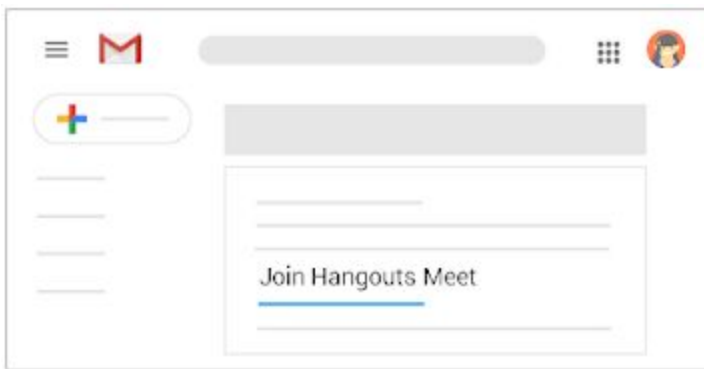


Join with a meeting link URL

Sometimes there isn't enough time to schedule a meeting and book a room. With Hangouts Meet, you can join an impromptu video meeting by clicking the meeting link URL sent to you in a text or email.

1. Click the meeting link sent to you in a chat message or email.
2. Follow the onscreen prompts to join the meeting.

An existing participant might need to approve you if you try to join another organization's meeting or don't have a Google account.



Dial in to a meeting using a phone

Join a meeting using a phone number

You can dial-in during the scheduled meeting time using one of the following methods:

Enter the phone number that's in the Google Calendar event or meeting invitation.

Then, enter the PIN and #.

From the Meet or Calendar app, tap the phone number.

The PIN is automatically entered.

Mute or unmute your phone

You're muted if another meeting participant mutes you or if you:

Press *6.

Have your phone's volume at the lowest level.

Join after the 5th participant.

Press *6 again or increase the volume to unmute.

